

RECREATION PROGRAMMER I (724-15)

SALARY: \$27,185.60 - \$36,566.40 annually, plus liberal fringe benefits

THE POSITION

This is intermediate level recreation work of average difficulty in organizing and conducting a varied activity program at an indoor or outdoor recreation center or facility.

An employee in this class is responsible, under general supervision, for the organization and personal leadership of a variety of recreational activities in one or more recreational facilities. Work is reviewed through observation of results achieved, reports, conferences, performance evaluations, and counseling sessions.

NOTE: The duties of this position will include all of those duties set forth in the official job description.

THE REQUIREMENTS

1. Have completed two (2) years of college course work. A Bachelor's degree in recreation administration or related field may be substituted for the one year of required experience.
2. Possess one (1) year experience in planning, promoting, organizing and conducting recreation activities. Additional qualifying work experience may be substituted on a year-for-year basis for the two (2) years of the required college.
3. Possess or be able to obtain a valid Florida driver's license.

THE EXAMINATION

Depending on the number of applicants and the quality of their education and experience, the examination may consist of one or more of the following tests: Evaluation of Training and Experience, Oral Interview, Written Examination, or other assessment method. Applicants must attain a minimum score of 70 in each part of the examination in order to qualify. All successful applicants will be required to pass a medical examination, including drug screening, prior to appointment.

NOTE: If the position warrants, candidates may be required to successfully pass a polygraph examination prior to employment.

NOTE: ALL APPLICANTS MUST COMPLETE A STANDARD EMPLOYMENT APPLICATION AND SUPPLEMENTAL QUESTIONNAIRE.

HOW TO APPLY

Official City of Fort Lauderdale applications will be accepted and received at the Department of Human Resources, City Hall, 100 North Andrews Avenue – 3rd Floor, Fort Lauderdale, Florida, up to **4:00 p.m., Friday, May 13, 2005.**

LS:04/18/05:Ann#163-724-15
Medical Group III

RECREATION PROGRAMMER I

Name _____ Social Security No. _____

**CITY OF FORT LAUDERDALE
RECREATION PROGRAMMER I
SUPPLEMENTAL APPLICATION**

This supplemental application must be submitted with the official City of Fort Lauderdale employment application. Resumes are welcomed as additional information, but are not considered an official application and may not be substituted for this supplemental application.

This application supplement is an integral part of the application process. Information contained on this supplemental will be used to assist us in determining the most qualified applicants for this position. Answer each question thoroughly, making sure to type or print legibly.

1. Do you possess a current Lifeguard Certification? Yes _____ No _____
If yes, please attach to your application.
2. Do you possess a current W.S.I. Certification? Yes _____ No _____
If yes, please attach to your application.
3. Do you possess a Volunteer Coach Training Certification Yes _____ No _____
If yes, please attach your application.
4. List all in-service training you have received in the last two years. Include course titles, dates and locations.
5. Describe any special non-athletic skills you can teach.
6. Describe sports skills you can teach.
7. Describe in detail your previous recreation experience (volunteer or paid work experience) in summer camps, after school programs, swimming pool programs and adult programs. Be specific: include ages, number of registrants, length of time working in the program and your direct responsibilities.
8. Describe in detail your experience in recruiting, training and supervising staff and/or volunteers. Be specific and include detailed information on the number of staff or volunteers you supervised, where you recruited (newspapers, high school, neighborhood newsletters, etc.); give the "official titles" for each person (recreation worker, volunteer, recreation leader). Once on duty, describe the duties they were responsible for and how you trained them to handle their duties and responsibilities.

My signature affirms that all information contained in this supplemental questionnaire is true to the best of my knowledge and that I understand that any misstatement of fact may result in disqualification or dismissal.

Signature

Social Security Number